



Fire Management Policy

Review Summary

Adopted:	<i>27 September 2017</i>
Review Cycle:	<i>Bi-annual</i>
Last Review:	
Next Review:	

1. Background

- 1.1. The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all personnel to become conversant with these instructions.
- 1.2. Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and overriding duty is of course to look after the children or persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured, and then without exposing any person to risk.
- 1.3. The Fire Precautions Workplace Amendment Regulations 1999 came into force on 1 December 1999. This ensures that employers are responsible for ensuring appropriate fire precautions, which include:
 - a. appropriate fire detection and fire-fighting equipment that is accessible and simple to use
 - b. nominated employees to implement fire-fighting measures
 - c. provision of adequate training and equipment for those appointed
 - d. arrangements for any necessary contacts with external emergency services
 - e. provision of adequate emergency escape facilities

2. Fire Prevention

- 2.1. The Academy Health and Safety Co-ordinator is also classified as the Fire Safety Officer and is to be informed of all fires, no matter how small. A fire is not considered extinguished until such time as it has been inspected.
- 2.2. Each Academy in the Trust will:
 - a. have a fire risk assessment in place, produced by a competent contractor or using the template from the Devon H&S OSHEN site. This risk assessment must be reviewed on an annual basis and resultant actions promptly implemented.
 - b. have a fire evacuation procedure in place to evacuate the premises.
 - c. undertake a termly fire drill, review the outcome and undertake modifications where needed.
- 2.3. In PFI schools, the Facilities Management Contractor is also responsible for producing a Fire Risk Assessment for the elements that they have responsibility for. The Health and Safety Co-ordinator at the PFI school must ensure that a copy is kept on the school site and that combined with the Fire Risk Assessment in the school, they integrate effectively and all areas are covered.

3. Strategy for Fire Prevention

- 3.1. An effective strategy for fire prevention covers:
 - a. everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
 - b. alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire

- c. planning for the actions to be taken in the event of fire: – training of staff, including any specially delegated function – provision of instruction to pupils – display of appropriate fire instruction notices – control of risks associated with activities or processes that may cause or adversely affect any outbreak of fire, e.g. process, storage, gas, electricity, contractors on site, vandalism
- d. checking existing structural precautions, and seeking further advice where there are thought to be deficiencies
- e. monitoring the effectiveness of precautions, e.g. analysis of evacuation drills, annual review by checklist.

4. Fire records

- 4.1. The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it. Each Academy must maintain the following:
- a. persons with special responsibilities
 - b. fire alarm call point locations and checks
 - c. weekly fire alarm tests
 - d. fire alarm fault records
 - e. fire alarm maintenance inspection
 - f. emergency lighting maintenance inspection
 - g. fire-fighting equipment routine monthly checks
 - h. fire drills ☒ fire-fighting equipment tests and maintenance by contractors
 - i. training records on the SCR

5. Training and Induction of Staff

- 5.1. This policy will be issued to all new staff with their contract and confirmation will be obtained that they have read and understood the content.
- 5.2. This policy and the fire evacuation procedure will be covered during the new member of staff's induction process.
- 5.3. The Health and Safety Co-ordinator is responsible for ensuring all staff are trained and refreshed on the provisions of fire management. A record will be kept on the School Single Central Record (SCR) on dates this is undertaken. As a minimum, the training must cover:
- a. action to be taken upon discovering a fire
 - b. action to be taken on hearing the fire alarm
 - c. method of raising the alarm, including location of call point
 - d. correct method of calling the fire service
 - e. knowledge of escape routes
 - f. evacuation method for the building, location of assembly point and method of accounting for persons
 - g. appreciation of the importance of fire doors and the requirement to not keep fire doors propped open under any circumstances

6. Training for Pupils

- 6.1. Each Academy must have suitable arrangements in place for ensuring pupils know how to:
 - a. identify the fire alarm
 - b. know the action they should take on hearing the alarm
 - c. know the location of the assembly points ☒
 - d. know what to do if not in a supervised group, in the event of fire
- 6.2. These points should be included on fire notices throughout the school, and reinforced during practice evacuations

7. Personal Emergency Evacuation Plans

- 7.1. The needs of anyone who may need a little help getting out when there is a fire should have a Personal Emergency Evacuation Plan (PEEP) in place. This can include where there are people who may be slower evacuating, who can't evacuate on their own or maybe even wouldn't hear the alarm, appropriate measures need to be put in place.
- 7.2. This should be put together in conjunction with the person concerned, their parent/carer where relevant and those who may be called upon to assist. Unless these people are not all involved, there could be problems or delays at the time of evacuation.
- 7.3. The PEEP should include: (The PEEP should be rehearsed regularly, which could be as part of the regular fire drills).
 - a. The method of evacuation
 - b. Escape route to be followed
 - c. Location of any refuge to be used
 - d. The persons who will help out
 - e. Training needs
 - f. The responsibilities of the subject of the PEEP Once written,

8. Testing of fire alarm systems

Each Academy will ensure the fire alarm system is tested on a weekly basis and will ensure the fire alarm system is serviced twice a year by an approved contractor. For PFI schools, this is the responsibility of the FM Contractor.

9. Emergency Lighting

Each Academy will ensure the emergency lighting is visually examined on a monthly basis and defects rectified promptly. They must also ensure this lighting is serviced by an approved contractor twice a year. For PFI schools, this is the responsibility of the FM Contractor.

10. Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of all staff to be fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

11. Fire Extinguishers

Fire extinguishers of different types are positioned throughout each Academy. The Fire Extinguishers are accompanied by a sign indicating the type of extinguisher and what type of fire it can be used for. The Academy must ensure they are serviced by an approved contractor. For PFI schools, this is the responsibility of the FM Contractor.

12. Fire Instruction Notices

Each Academy must ensure that printed notices are displayed at all fire activation points stating concisely what staff and others should do if a fire is discovered or if they hear the alarm.

13. Fire Prevention Checks

13.1. Each Academy must ensure that

- a. any unnecessary lights and electrical appliances are switched off and where possible, unplugged.
- b. waste paper bins are emptied on a daily basis.
- c. smoking is prohibited in the school and the school grounds.
- d. paints and solvents suitably marked are to be segregated in properly prepared stores.
- e. paint and solvents are disposed of correctly.
- f. all cleaning chemicals, materials and equipment are stored in lockable cupboards behind fire doors
- g. personal portable electrical appliances is PAT tested. Such items must not be used without the appropriate testing and prior authorisation of the head teacher.
- h. temporary wiring and extensions are not used unless they have been PAT tested.
- i. electrical faults are reported immediately to the Health and Safety Co-ordinator.
- j. flexible cable to fittings are as short as possible, inspected regularly and replaced if worn.

14. Kitchens

A high standard of fire precautions in a school's kitchen is of paramount importance. Where Academies have in-house catering, staff must be fire inducted and have been trained in the action to be taken when a fire occurs.

15. Disabled persons

Each Academy must have Personal Emergency Evacuation Plans (PEEP) to allow for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.

16. Vandalism

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk. Such fires result in extensive material damage, and disruption of pupils' education. Combustible materials should not be left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants, must be stored securely.

17. Noticeboards, Art Displays and Decorations

17.1. Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.

- a. Displays should not be placed on escape routes or block exits.
- b. Sources of ignition, such as light bulbs, should not be placed near the displays. ☒

- c. Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. These along with any wall displays made from combustible material must not be allowed on escape routes.
- d. All displays situated in the corridors are displayed must be behind covered display boards or sprayed with fire retardant spray

18. Storage

- 18.1. Bulk storage of any readily combustible materials such as paper must be stored in designated areas where they will be secure against unauthorised entry. These areas must be free of sources of ignition, such as heaters and suspended lighting units.
- 18.2. Flammable liquids are kept in storerooms and cupboards provided with ventilation. These rooms are locked with fire rated doors.

19. Electricity

All electrical apparatus on this site must be installed by approved contractors. All Electrical installations must be checked regularly as part of the Schools maintenance regime. All portable electrical equipment is tested.

20. Contractors

- 20.1. Building contractors bring a large number of ignition sources to the school. All contractors entering the premises for the first time must be given a fire induction and made aware of the fire precaution measures and procedures, should a fire occur. For PFI schools this is the responsibility of the FM Contractor.
- 20.2. At the end of the working day, no building materials are to be left outside where vandals can use them to damage the premises.
- 20.3. The Health and Safety Co-ordinator must be made aware when hot works are to take place for both the safety of the pupils and the school. All contractors visiting the site are required to sign a permit to work form before any type of work begins. The permit to work makes reference to the hot works policy which the contractor must adhere to and sign before carrying out any hot works on site. In completing this form, the contractor must prove that they have the adequate control measures and equipment in place and will not be granted permission to work if they fail to meet the school's safety requirements.

21. Policy Circulation

- 21.1. This Policy will be published on the Trust's website and included in the Trust's Policy Monitoring Schedule.
- 21.2. This Policy will be circulated to every Member, Trustee/Director, Governor and Senior Employee by sending an email to the link on the Trust's website on an annual basis and when each new Member, Trustee/Director, Governor and Senior Employee joins the Trust.

21.3. The Trustees are responsible for overseeing, reviewing and organising the revision of this Policy.

Adoption of the Policy

This Policy has been adopted by the Trustees of the Ted Wragg Multi Academy Trust.



Signed

(Chair of Trust)

Date: 27 September 2017

Appendix 1 – Academy Fire Evacuation Plan

INSERT INDIVIDUAL ACADEMY FIRE EVACUATION PLAN